



United States  
Environmental Protection Agency

# New Building Design Guidance Strategic Checklist

## I. SET GOALS

- ☐ Establish energy performance target
- ☐ Involve team members
- ☐ Review case studies
- ☐ Model exemplary projects
- ☐ Consider financial impact

## II. ASSEMBLE DESIGN TEAM

- ☐ Select multi-disciplinary team
- ☐ Adopt an integrated design process
- ☐ Allocate funding
- ☐ Plan facilitated charrette

## III. PRE-DESIGN

- ☐ Review program goals
- ☐ Integrate energy performance
- ☐ Conduct facilitated charrette
- ☐ Include energy consultants
- ☐ Analysis site based on energy performance
- ☐ Incorporate energy performance target

## IV. SCHEMATIC DESIGN

- ☐ Conduct facilitated charrette
- ☐ Incorporate codes and standards during schematic design
- ☐ Begin energy analysis of design concepts
- ☐ Compare simulated energy design to target
- ☐ Document anticipated savings

## V. DESIGN DEVELOPMENT

- ☐ Right-size mechanical systems
- ☐ Compare simulated energy design to target
- ☐ Identify energy performance design elements
- ☐ Assemble building standards and guidelines
- ☐ Gather manufacturer's technical literature



#### VI. CONSTRUCTION DOCUMENTS

- ☐ Establish check points
- ☐ Highlight methods for energy performance products and materials
- ☐ Emphasize energy performance features in specs and drawings
- ☐ Select qualified manufactures and/or subcontractors
- ☐ Specify design team participation during construction
- ☐ Include Target Finder calculation page (performance target)
- ☐ Seek incentives for meeting performance target

#### VII. COMMISSIONING

- ☐ Communicate performance target
- ☐ Specify detailed commissioning activities
- ☐ Hire expert commissioning agent
- ☐ Provide manufacturer technical literature
- ☐ Include building standards

#### VIII. TRACKING, MEASUREMENT & VERIFICATION

- ☐ Include performance target
- ☐ Compare and document actual to design energy performance
- ☐ Provide feedback to building owner and design team
- ☐ Use Portfolio Manager

#### IX. ENERGY STAR® Label for Buildings

- ☐ Benchmark energy performance
- ☐ Apply for the ENERGY STAR label for buildings
- ☐ Communicate Success